

Local Agency Conference Call

December 1, 2016



State Updates

- WIC Work Group
 - First meeting in October, materials on website
 - Next meeting is January 10-11th in Helena, observers welcome
 - Quality improvement is our focus, you have representatives on group
- eWIC Status
 - Testing December & January
 - Target pilot in June; statewide in September (pending testing)
 - Trainings will be within a couple of weeks of roll out (in Helena)
 - Super User calls will start back up in January
- Calendar on website
- TVs/Computers- delivered



FY 17 Training

- No State Conference
- Encourage locals to use “training money” in budget to sign up for trainings
- May ask for additional funding in reallocation to cover training costs

FFY 17 Training

- January webinar topic
 - Motivational Interviewing & Goal Setting
 - January 5th, 9AM
- New Employee Training June 14-16th, 2017
 - All new staff must attend NET within 12 months of hire
 - This will be the only training this year due to eWIC

FFY Training (Continued)

- Breastfeeding Learning Collaborative—April 10, 11 and 12, 2017 (10th evening event, 11th speaker content, 12th BPCP Meeting)
 - Thomas Hale
 - Bruce German (Microbiome)
 - ??
 - Event—Melissa Bang—Playing Monopoly with God
- Fairmont (again)

FFY 17 Training (continued)

- NWA National Conf in Philadelphia, PA (April 2-5, 2017)
- Gold Lactation (all online)
- Minnesota Maternal Nutrition Intensive Course or its video streaming option (Minneapolis in July for face-to-face)
- CLC in Great Falls, June 5-9, 2017
- Ellyn Satter's Feeding with Love and Good Sense in February in Madison, WI

FFY 17 Training (continued)

- Best Beginnings conference (usually July)
- Academy of Nutrition & Dietetics (MT or national)
- NWA Leadership Meeting- end of Feb, Washington, DC
- Many options in weekly newsletters
- Lacy & Chris will look out for others and post as available
- May research others and check in with us to see if it would count!

Food Package Updates-eWIC

- See Attachment

Gerber Goodstart Soy- RTF

- Changed in system
- Was issuing in 4 packs (i.e. 12- 4 packs)
- Will issue now in “cans” (i.e. 48 cans)

Separation of Duties Policy

Policy Definition: The staff person who determines income cannot be the same person who determines nutritional risk; though either person could issue food benefits.

- FNS requires SOD's to prevent conflicts of interest.
- If the aide collects income documentation, please have them enter it into the SPIRIT CGS.
- We will let you know when it goes into effect (asking for extension, and getting clarifications)

Separation of Duties Policy

- The State will be auditing charts based on data pull:
 - Sub-set of certifications that have the same C/P# for both income and SOAP entry.
 - This could be several hundred a month, a huge workload.
 - Additional audits required when there are 2 employees and the clinic is opting not to use SOD's.
 - State will work with clinics on individual circumstances.

Income Eligibility Review

When to SIS

- Ideally you would SIS the day of the appt.
- OK to SIS within 1-2 business days.
- Many other programs do certify by calendar month, however, we would like income determination on day of or very near to certification appt. for integrity purposes.

Income Eligibility Review

Income Documentation for Adjunctively Eligible

- No need to scan in or ask for any income proofs (e.g.) pay stubs, tax returns.
- An applicant is either adjunctively eligible or they need income verified (not both).
- It's an unnecessary administrative burden to scan in documents when they are adj. eligible.

Scanned Documents

- Previous guidance has instructed to delete old documents from participant's charts, which has created some challenges auditing previous certifications.
- Going forward, please do not delete any scanned documents from participant's charts.

End of Cert/Notice of Ineligibility

- Every participant must be notified of when their current certification expires.
- May issue an Official Notification in SPIRIT and hand or mail document to participant.
- May provide verbal notification at appointment or over phone, and record in participant's chart notes.
- May use the hardcopy EOC/NOI form, give to participant, scan into folder or say it was provided in notes.

End of Cert/Notice of Ineligibility

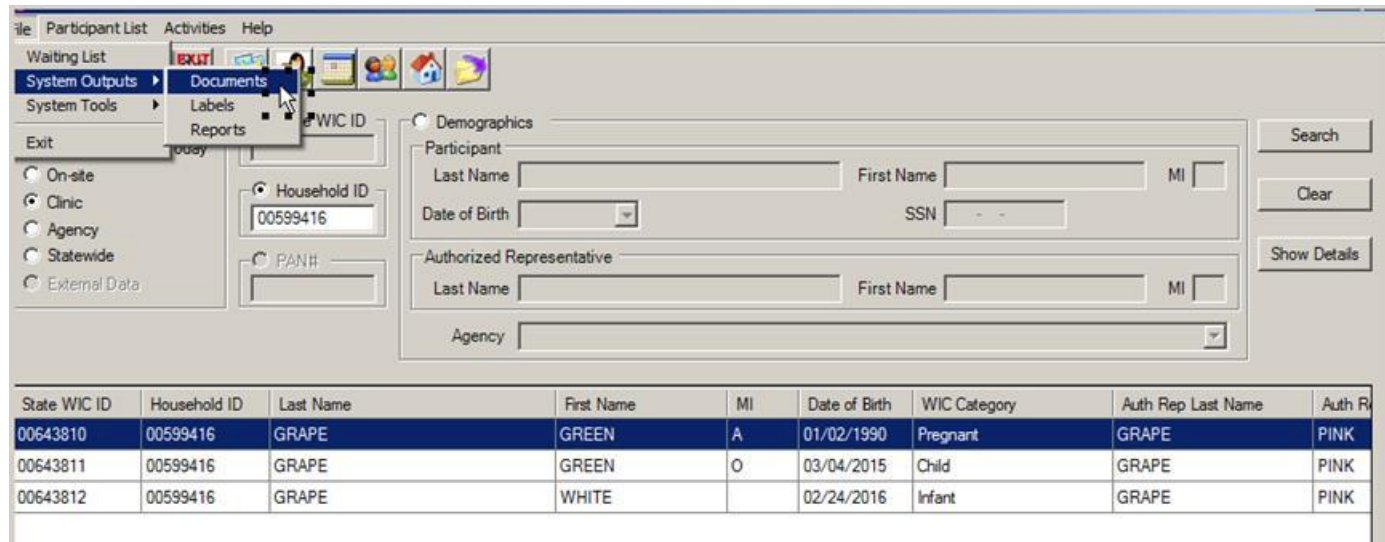
- Each participant must be notified at least 15 days before the end of their current certification. There is no guidance on the maximum number of days before.
- State Plan policy # 5.4 says “...Or when the last set of benefits for the current certification period are issued.”

End of Cert/Notice of Ineligibility

- Identifying this last appointment before cert-end can be tricky with pregnant participants, due date can provide guidance.
- If a participant misses the last appointment before cert-end, local staff must print and mail the Official Notification or provide verbally and record in notes.
- If there is a computer problem, use the EOC/NOI form from State Plan (attachment 18). Scan into participant's chart or just simply make a note in the chart.

End of Cert/Notice of Ineligibility

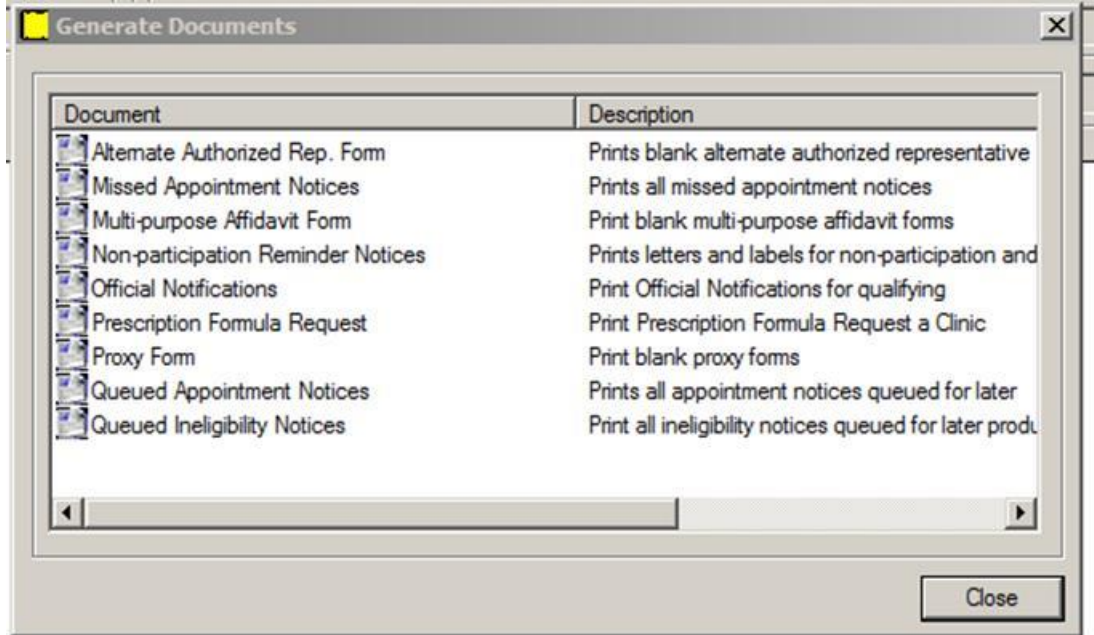
- Local staff may provide the notice separate from WIC appointments by using SPIRIT to identify all upcoming cert-end-dates. Running this report will automatically issue the official notification for all appropriate participants in their charts. Local staff then mails each notification to the participant.



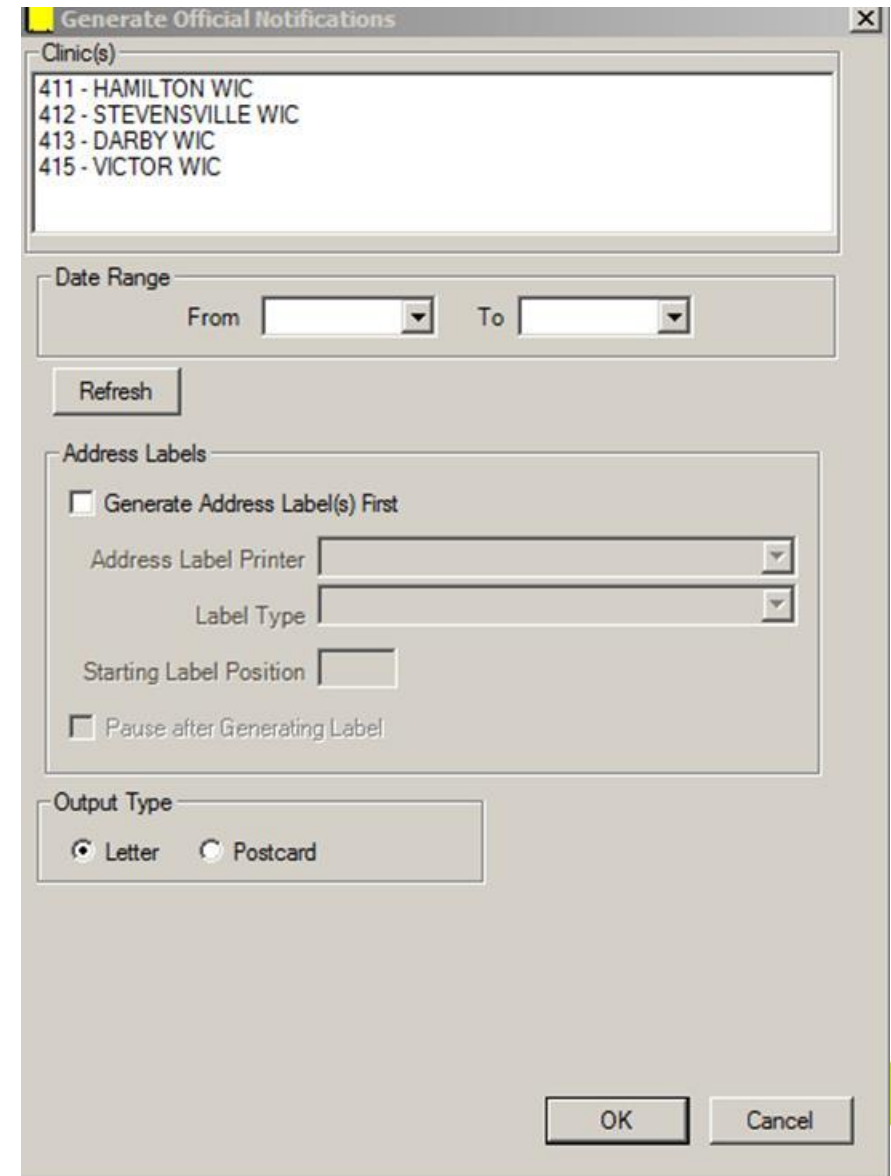
The screenshot shows the SPIRIT software interface. The 'Documents' menu is open, showing options like 'Labels' and 'Reports'. The 'Participant List' tab is active. The 'Household ID' is set to 00599416. The 'Demographics' section shows fields for Last Name, First Name, MI, Date of Birth, and SSN. The 'Authorized Representative' section shows fields for Last Name, First Name, MI, and Agency. A table at the bottom lists participants with columns for State WIC ID, Household ID, Last Name, First Name, MI, Date of Birth, WIC Category, Auth Rep Last Name, and Auth Rep.

State WIC ID	Household ID	Last Name	First Name	MI	Date of Birth	WIC Category	Auth Rep Last Name	Auth Rep
00643810	00599416	GRAPE	GREEN	A	01/02/1990	Pregnant	GRAPE	PINK
00643811	00599416	GRAPE	GREEN	O	03/04/2015	Child	GRAPE	PINK
00643812	00599416	GRAPE	WHITE		02/24/2016	Infant	GRAPE	PINK

End of Cert/Notice of Ineligibility



Watch overlapping dates in your report query so you don't send a participant two notifications



Questions?

